#### MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE GREATROCK NORTH WATER AND SANITATION DISTRICT HELD MAY 4, 2021

A special meeting of the Board of Directors (referred to hereafter as "Board") of the Greatrock North Water and Sanitation District (referred to hereafter as "District") was convened on Tuesday, May 4, 2021 at 4:30 P.M. Due to COVID-19, the meeting was conducted via video conference - ZOOM. The meeting was open to the public.

#### **ATTENDANCE**

#### **Directors in Attendance:**

Robert W. Fleck John D. Wyckoff Jeffrey Polliard Brian K. Rogers Dave Lozano

#### Also in Attendance Were:

Lisa A. Johnson and Rebecca Gianarkis; CliftonLarsonAllen LLP ("CLA") Jennifer Gruber Tanaka, Esq.; White Bear Ankele Tanaka & Waldron, P.C. Nick Marcotte and Mike Hager; Element Engineering Chris Sanchez; BBA Water Consultants, Inc. Mario Lozano; GSE Construction Co., Inc.

# DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

Attorney Tanaka advised the Board that, pursuant to Colorado law, certain disclosures may be required prior to taking official action at the meeting. The Board reviewed the Agenda for the meeting, following which, Directors Fleck, Wyckoff, Polliard, Rogers and Lozano each confirmed that they had no conflicts of interest in connection with any of the matters listed on the Agenda.

#### ADMINISTRATIVE MATTERS

Agenda: Ms. Johnson distributed for the Board's review and approval a proposed Agenda for the District's special meeting. Following discussion, upon motion duly made by Director Polliard seconded by Director Rogers and, upon vote, unanimously carried, the Board approved the Agenda as presented.

**Board of Director's Report:** Director Polliard shared that he recently received his valuation on his property from Adams County and the valuation decreased. He asked if other Board Members experienced the same. Other Directors have seen increases on their valuation and not decreases at this time.

Director Wyckoff reported that he recently met with Mr. Simons and Mr. Murphy regarding total dissolved solids ("TDS") issues and pressure issues in Box Elder

Page 1 GRNWSD 5/04/2021

Creek Ranch and Rocking Horse Farms. They determined at the meeting to contact Worth Hydrochem to review the filters, etc. to determine if those may be causing the issues. Ms. Johnson will follow-up with Mr. Murphy on the status of this.

<u>District Manager's Report:</u> Ms. Johnson presented her report to the Board. The Board reviewed the monthly Manager's Report. There were no questions. A copy of the report is attached hereto and incorporated herein by this reference.

#### CONSENT AGENDA

The Board considered the following actions:

- 1. Approve the Minutes of the April 6, 2021 special meeting and Minutes of the April 20, 2021 special meeting.
- 2. Ratify approval of the payment of claims for the period ending April 23, 2021 in the amount of \$53,039.02.
- 3. Operations and Maintenance Activities Report.
- 4. Review meter installation report.
- 5. Acceptance of Cash Position Schedule and Unaudited Financial Statements for the period ending March 31, 2021 and Inclusion Summary.

Following discussion, upon motion duly made by Director Wyckoff, seconded by Director Polliard and, upon vote, unanimously carried, the Board approved the consent agenda items, as presented.

#### FINANCIAL MATTERS

<u>Water Account Delinquency Report:</u> Ms. Johnson presented the water account delinquency report. She also shared that several residents have contacted Billing Services to schedule payment arrangements to bring their accounts current.

**2020 Audit:** Ms. Johnson reported that the preparation of the 2020 Audit began the week of April 26<sup>th</sup>. She is hopeful to have a draft to present at the June meeting.

#### ENGINEER'S REPORT

Mr. Simons was not present at the meeting to present his report. The Board reviewed the Engineer's Report. Director Polliard questioned the increase in electrical usage. Ms. Johnson will follow up with Mr. Simons and Mr. Murphy on possible reasons for the increases. A copy of the report is attached hereto and incorporated herein by this reference.

#### **CAPITAL PROJECTS UPDATES:**

**Third Alluvial Well:** No new updates to report.

**Evaporation Pond:** Ms. Johnson reported that she had a discussion with Mr. Simons earlier today at which time Mr. Simons informed Ms. Johnson that he is not able to continue to provide engineering services related to the

Page 2 GRNWSD 5/04/2021

Evaporation Pond Project. The Board discussed the information presented. Ms. Johnson recommended the Board solicit proposals from qualified firms to engage to complete the project. The Board agreed with the recommendation and directed Ms. Johnson to proceed.

<u>Status of Condemnation Efforts:</u> Ms. Johnson provided an update on condemnation efforts. The appraisal should be received early the week of May 10<sup>th</sup>.

#### **Reverse Osmosis Treatment Facility:**

Additional Information Gathered from Contractors Related to Project and Recommendation from Element Engineering: The Board reviewed the information gathered from the various contractors. Mr. Marcotte summarized his recommendation to award the contract to Moltz Construction.

<u>Proposal for Construction Management Services:</u> Mr. Marcotte presented the proposal for construction management services to the Board. The Board reviewed the proposal. Mr. Marcotte had provided Ms. Johnson with additional information related to the length of time and rate associated with the proposal. Ms. Johnson transmitted that information to Director Fleck, per his request, and will transmit to the remaining Board Members for their review.

Following review and discussion, upon motion duly made by Director Rogers, seconded by Director Lozano and, upon vote, unanimously carried, the Board approved the proposal for construction management services with Element Engineering, subject to final review and negotiation by Director Fleck.

<u>Award of Construction Contract</u>: Following discussion, upon motion duly made by Director Polliard, seconded by Director Lozano and, upon a vote of 4 to 1, with Director Wyckoff voting naye, the motion carried to award the construction contract to Moltz Construction.

Water Meter Upgrade Project: No new updates to report.

**Renewable Water Rights Presentation:** Mr. Sanchez provided a presentation on potential options for the acquisition of renewable water rights. The Board would like Mr. Sanchez to continue discussions with all options presented.

OPERATIONS / MAINTENANCE

Operator in Responsible Charge (ORC) Report: Mr. Murphy was not present at the meeting to present his report. The Board reviewed the ORC report. A copy

Page 3 GRNWSD 5/04/2021

#### **MATTERS**

of the report is attached hereto and incorporated herein by this reference.

Proposal from Ramey Environmental Compliance, Inc. for Flow Meter Installation at Bypass Piping at Alluvial Well Nos. 1 and 2: Ms. Johnson presented the proposal to the Board. Following review and discussion, upon motion duly made by Director Wyckoff, seconded by Director Polliard and, upon vote, unanimously carried, the Board approved the proposal from Ramey Environmental Compliance, Inc. for flow meter installation at the bypass piping at Alluvial Wells Nos. 1 and 2, for an amount of \$4,272.08, and approved the corresponding addendum to the Independent Contractor Agreement with Ramey Environmental Compliance, Inc., for the same.

#### LEGAL MATTERS

#### **Country Club Ranchettes #2 Petition for Inclusion and Inclusion Agreement:**

Ms. Johnson and Mr. Sanchez provided a summary of the current inclusion negotiations and request from the property owner. The property owner has increased the number of lots proposed in both Country Club Ranchettes #2 and Country Club Ranchettes #1 and has requested that the District consider restricting the irrigated area on the lots to 1,000 square feet. The Board discussed the request.

Following discussion, upon motion duly made by Director Wykoff, seconded by Director Fleck and, upon vote, unanimously carried, the Board denied the request to restrict the irrigated area on each lot to 1,000 square feet.

#### OTHER BUSINESS

<u>Status of Homestead Heights/Country Club Ranchettes #1:</u> An update was included in the Engineer's Report.

**Status of Hayesmount Estates:** No new updates to report.

**Status of Ridgeview Estates:** An update was included in the Engineer's Report.

### COMMUNITY COMMENTS

None.

#### ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made by Director Wyckoff, seconded by Director Polliard and, upon vote, unanimously carried, the meeting was adjourned at 6:25 p.m.

Respectfully submitted,

Page 4 GRNWSD 5/04/2021



Date: May 25, 2021

To: Greatrock North Water and Sanitation District, Board of Directors

From: Lisa A. Johnson, District Manager

Re: June 1, 2021 Manager's Report

#### **Agenda Action Items**

#### II.A. Consent Agenda

- 1. Approve the Minutes of the May 4, 2021 special meeting.
- 2. Ratify approval of the payment of claims for the period ending May 31, 2021.
- 3. Operations and Maintenance Activities Report.
- 4. Review meter installation report.
- 5. Acceptance of cash position schedule, property tax schedule and unaudited financial statements for the period ending April 30, 2021 and inclusion summaries.
- 6. Ratify approval of 3<sup>rd</sup> Addendum to ICA with Element Engineering regarding Construction Management Services.

#### I recommend approval of the consent agenda items.

#### IV.A.2.b. Engineering Firms Related to Evaporation Pond Project

I am working with Mr. Simons to obtain a summary of the status of the evaporation project to discuss with potential firms to complete the project. The list of potential firms I have gathered is as follows:

- -Element Engineering
- -Tahoe Land Services
- -Civil Resources, LLC
- -NOCO Engineering Company
- -Kennedy Jenks

#### VII.A. Homestead Heights/ Country Club Ranchettes #1

Updates provided in the Engineer's Report.

#### **VII.B.** Hayesmount Estates

19 System Development Fees have been paid as of February 21, 2020.

#### VII.C. Ridgeview Estates

Updates provided in the Engineer's Report.

#### **Review of monthly Water Resumes and Other Water Related Matters**

Attorney Poznanovic has reviewed the March resume and did not find any cases he recommends the District oppose.

#### **Update on other District Related Matters and/or Committee Meetings**

The Committee did not meet in the month of May.



## GREATROCK NORTH WATER AND SANITATION DISTRICT ENGINEER'S REPORT May 23, 2021

#### **Facility Activities**

#### Box Elder Creek Ranch Subdivision

MMI Water Engineers continues to work with Ramey Environmental Compliance (REC) on the operation of the Box Elder Creek Ranch water treatment facility in an effort to improve upon overall water quality. The April 2021 water quality samples were collected on April 21, 2021 for analysis by Colorado Analytical Laboratories and the results are tabulated below.

Location	TDS (mg/l)
Alluvial Well No. 1	1039
Alluvial Well No. 2	963
Box Elder Creek Ranch Pump Station	756
Rocking Horse Farms Pump Station	769
Greatrock North Pump Station	774

On May 5, 2021, REC collected a sample of the reverse osmosis permeate. The resulting TDS analysis reported a concentration of 885 milligrams per liter indicating the facility is not producing the water quality expected, Brad has sent this information to Earl Young, of Worth Hydrochem, for consideration.

#### **Rocking Horse Farms Subdivision**

Brad Simons and Mike Murphy met on April 28, 2021 at the Rocking Horse Farms tank site to review pump operations in an effort to address water pressure issues. Director Wyckoff joined them and they also visited him property. REC is going to remove Director Wyckoff's water meter and inspect it for blockage.

#### **Greatrock North Subdivision**

No activity updates to report.

#### Hayesmount Estates Subdivision

Brad has requested a status update from David Moore.

#### Country Club Ranchettes Filing No. 1 (f.k.a. Homestead Heights Subdivision)

A pre-construction meeting was scheduled for May 11 for the on-site water system improvements but postponed since the developer does not have plans approved by Adams County therefore no work can be performed within the new rights-of-way. Adams County cannot approve the plans or issue any permits until the County has received and approved the surety for the SIA.

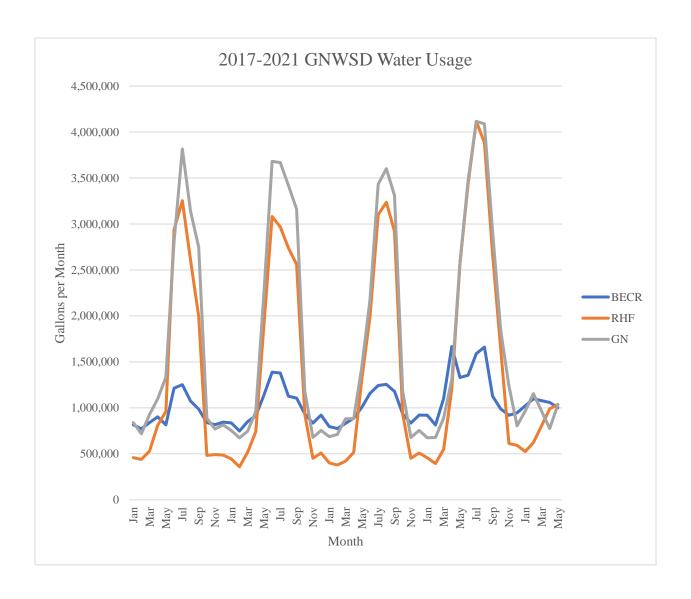
#### **District-wide Activities**

#### **General Water Accounting**

Below is a tabulation and graph of water usage (gallons) for each month for each subdivision based upon the daily/monthly SCADA reports. The daily SCADA reports were re-established on April 6, 2021, but the accuracy and completeness of the data is in question. Prior to the April 6 report, the last daily flow report was emailed on February 26, 2021. MMI has contacted TLECC regarding the deficiencies.

2019/2020/2021	BECR	RHF	GN
March (2019)	831,348	420,949	880,730
April (estimated)	888,839	516,644	883,631
May	1,007,538	1,318,466	1,450,327
June	1,158,465	1,995,163	2,181,844
July	1,244,000	3,099,940	3,432,270
August	1,254,862	3,235,914	3,601,755
September (estimated)	1,178,641	2,919,936	3,309,787
October		DATA NOT AVAILABLE	
November		DATA NOT AVAILABLE	
December (2019)		DATA NOT AVAILABLE	
January (2020)	920,151	456,104	674,231
February	813,103	393,499	677,324
March (extrapolated)	1,102,947	548,954	887,770
April	1,666,738	1,205,597	1,308,247
May	1,329,794	2,567,558	2,577,018
June	1,354,490	3,436,038	3,474,282
July	1,589,929	4,116,479	4,115,786
August	1,661,503	3,883,490	4,088,931
September	1,127,211	2,670,221	2,915,935
October	987,550	1,633,776	1,838,619
November	920,123	612,126	1,238,940
December (2020)	946,004	592,328	805,340
January (2021)	1,022,287	524,704	965,628
February (through 02/20/21)	785,474	444,280	825,092
February (projected)*	1,099,663	621,992	1,155,128
March (projected)*	1,078,893	805,256	964,980
April*	1,058,122	988,519	774,831
May (through 05/23/21)*	742,456	769,664	768,485
May (extrapolated)*	1,000,702	1,037,373	1,035,785

<sup>\*</sup> Data is questionable due to suspect daily SCADA reports from TLECC's programming



#### **Water Quality Tracking**

Below are tables summarizing water quality, pond levels, and electricity usage. On September 11, 2020, REC removed the reverse osmosis runtime restrictions. The May 2021 water quality samples were collected on May 19, 2021 for analysis by Colorado Analytical Laboratories and results are pending.

		TDS (mg/l)		Hardness (mg/l)		
Sample Date	<u>BECR</u>	RHF	GN	BECR	<u>RHF</u>	GN
May 2021	NO SAMPLE RESULTS POSTED AS OF 05/23/21					
April 21, 2021	756	769	774	291.4	296.1	293.8
March 22, 2021	744	744	729	269.3	263.4	264.9
February 22, 2021	755	635	671	278.6	224.3	242.1
January 8, 2021	541	552	549	190.1	197.5	197.4
December 9, 2020	638	619	556	198.0	211.3	202.6
November 17, 2020	608	731	696	207.5	263.1	240.5
October 27, 2020	769	594	613	285.2	186.9	199.3
September 16, 2020	731	685	656	344.0	322.1	318.6
August 19, 2020	735	731	700	335.6	328.6	332.6
July 22, 2020	709	689	684	264.8	265.3	265.9
June 29, 2020	680	703	699	303.1	293.2	294.9
May 15, 2020	660	664	670	252.3	264.4	267.6
April 15, 2020	562	530	527	207.3	197.1	203.9
March 18, 2020	474	459	461	166.8	152.6	153.4
February 26, 2020	484	485	493	160.2	158.6	171.2
January 15, 2020	435	426	464	147.0	146.9	157.2
December 13, 2019	403	358	361	128.0	109.6	115.3
November 27, 2019	432	339	395	117.1	88.7	91.3
October 16, 2019	340	452	415	79.6	129.2	117.8
September 25, 2019	495	497	485	165.5	177.9	174.9
August 14, 2019	565	520	546	213.3	195.8	194.7
July 17, 2019	464	437	513	193.2	186.3	190.6
June 5, 2019	511	557	544	132.2	173.7	154.8
May 22, 2019	665	650	645	262.3	263.3	271.7
April 24, 2019	490	451	459	170.9	141.1	149.1
March 20, 2019	437	429	419	162.0	153.2	159.2
February 28, 2019	352	404	334	112.9	136.8	110.4
January 16, 2019	657	510	590	261.9	182.4	226.2
December 5, 2018	292	318	328	62.1	66.8	66.0
November 7, 2018	283	305	290	72.0	88.6	81.0
October 11, 2018	292	347	346	90.9	128.6	121.6
September 14, 2018	434	442	444	167.1	167.4	164.6
August 31, 2018	467	481	338	173.5	168.2	138.3

### **Pond Level Management**

There are approximately 7 inches of capacity available in the ponds and we will continue to monitor this data as evaporative rates and daily water usage change.

South Pond Level Reading
3.58
3.12
3.30
3.51
3.63
3.73
3.90
3.58
3.68
3.80
3.84
3.92
4.04
4.03
4.04
3.78
3.43
3.22
3.06
3.14
3.17
3.21
3.27
3.32
3.53
3.69
3.81
4.00
4.04

<sup>#</sup> Data may not be accurate since the daily reporting function had not been reliably restored.



#### **United Power Billings**

Below is tracking of the annual electrical usage and billings for five consecutive 12-month periods. Effective March of 2020, United Power began billing on calendar month cycles reflecting usage from the first to last day of the month.

12-Month Comparisons – Energy Usage (KWH)					
Year	Alluvial Wells	BECR	RHF	GN	Total
2016	41,650	276,080	54,440	93,880	466,050
2017	46,917	261,160	79,360	96,880	484,317
2018	49,690	236,640	120,480	97,040	503,850
2019	49,710	265,400	51,360	84,160	450,630
2020	67,377	276,240	120,320	112,400	576,337

12-Month Comparisons – Billing Amount					
Year	Alluvial Wells	BECR	RHF	GN	Total
2016	\$4,684.06	\$22,276.78	\$4,910.30	\$7,705.29	\$39,576.43
2017	\$5,488.99	\$21,895.19	\$7,296.10	\$8,548.16	\$43,228.44
2018	\$5,795.20	\$19,377.87	\$10,946.48	\$8,394.95	\$44,514.50
2019	\$5,789.98	\$22,400.29	\$4,790.39	\$7,515.75	\$40,496.41
2020	\$7,521.68	\$23,141.47	\$10,608.11	\$9,673.29	\$50,944.55

NOTE: United Power's energy rates changed in the billings issued on February 25, 2020.

Energy Category	2017 Rates	2018 Rates	2019 Rates	2020 Rates
C1 (Energy)	\$0.11219 / KWH	\$0.1122 / KWH	\$0.1078 / KWH	\$0.1031 / KWH
C1 (Demand)	-	-	\$1.00 / KW	\$1.50 / KW
CTD1 (On Peak)	\$0.15932 / KWH	\$0.1594 / KWH	\$0.1594 / KWH	\$0.1594 / KWH
CTD1 (Demand)	-	-	\$1.00 / KW	\$1.50 / KW
CTD2 (Off Peak)	\$0.06177 / KWH	\$0.0618 / KWH	\$0.0554 / KWH	\$0.052 / KWH

Below is tracking of the annual electrical usage and billings for six consecutive 4-month periods (2016 to 2021).

4-Month Comparisons – Energy Usage (KWH)					
Year	Alluvial Wells	BECR	RHF	GN	Total
2016	7,214	56,560	10,840	20,600	95,214
2017	9,919	45,400	15,760	24,960	96,039
2018	7,505	44,720	8,880	20,440	81,545
2019	9,244	45,440	7,080	20,440	82,204
2020	7,757	36,280	7,680	12,480	64,197
2021	11,234	58,560	36,700	27,920	134,414

	4-Month Comparisons – Billing Amount				
Year	Alluvial Wells	BECR	RHF	GN	Total
2016	\$870.52	\$4,531.18	\$1,032.65	\$1,766.02	\$8,200.37
2017	\$1,178.18	\$3,974.23	\$1,485.98	\$2,243.56	\$8,881.95
2018	\$922.04	\$3,667.17	\$874.93	\$1,778.63	\$7,242.77
2019	\$1,129.50	\$3,989.99	\$736.29	\$1,808.90	\$7,664.68
2020	\$965.93	\$3,210.66	\$822.16	\$1,154.43	\$6,153.18
2021	\$1,339.04	\$5,416.76	\$3,356.31	\$2,676.72	\$12,788.83

#### **Development Activities**

#### **Hayesmount Estates**

No engineering activity.

#### Country Club Ranchettes, Filing 1

The off-site water system improvements (i.e. tie-ins) at Rocking Horse Farms and Greatrock North have been completed. MMI and REC are coordinating a date to review the inspection and testing reports associated with the work completed to date.

#### Ridgeview Estates (PLT2019-00026)

Brad and Lisa were scheduled to inspect the Ridgeview Estates project on February 25, 2021, but the weather caused us to cancel the site visit. We will reschedule in conjunction with another

site visit, possibly the Country Club Ranchettes, Filing 1 on-site water system improvements preconstruction meeting.

#### Country Club Ranchettes Filing No. 2

No activity pending the developer's analysis of additional development possibilities.

#### **Capital Projects**

#### Third Alluvial Well

MMI Water Engineers is working with BBA Water Consultants on easement exhibits and a plan for Alluvial Well No. 5.

#### Reverse Osmosis Water Treatment Facility

MMI Water Engineers will defer to Element Engineering on the status of the Reverse Osmosis Water Treatment Facility project.

#### **Concentrate Evaporation Pond**

Information regarding the third concentrate evaporation pond will be transmitted separately.



Ramey Environmental Compliance, Inc.

Management and Operation Solutions for Water and Wastewater Treatment

303-833-5505

PO Box 99, Firestone, Colorado 80520 email: contact.us@RECinc.net www.RECinc.net

#### **Greatrock North Water & Sewer District**

#### **ORC Report**

June 1, 2021

#### Alluvial Wells

Alluvial Well 1 meter certification has been completed and submitted to CDPHE with no issues found with the flow meter at this time. Alluvial Well 1 is currently not use due to questions from CDPHE involving a bypass line, that is currently not in use, but could allow water to bypass the flow meter. REC is proposing the valves be removed and blind flanges be installed on both Alluvial Well 1 and Alluvial Well 2 flow meter bypass lines.

Update 5/4/21– Following previous months board meeting REC has submitted an estimate to install flow meters in place of capping the bypass lines for both Alluvial wells.

Update 5/24/21 – Parts shipped from factory on 5/19/21. REC will schedule install as soon as they arrive.

#### Water Quality

REC ran several extended clean-in-place procedures on the RO system to attempt to improve water quality. REC also inspected the high-pressure regulating valve on RO system to verify proper operation. Follow-up samples were collected after cleaning and inspections, which showed no improvement in TDS concentrations. REC working with vendor to see if any improvements can be made prior to RO replacement.

#### Additional Services

REC attended onsite training with Dan Cordova to go meter reset programming on new cellular ERTs.

Completed new water meter installed at 16320 Rayburn ST.

Note- This meter requires two risers and will likely be in the driveway once concrete is poured. REC discussed with homeowner that this meter pit would need to be brought up to grade.

#### **Certificate Of Completion**

Envelope Id: 61A716C158844257861D4B7788D680F5

Subject: Please DocuSign: Minutes - 05-04-2021 - Special Mtg (executed).pdf

Client Name: Greatrock North WSD Client Number: 011-046103-OS00-2021

Source Envelope:

Document Pages: 17 Signatures: 1 **Envelope Originator:** Initials: 0 Certificate Pages: 4 Cindy Jenkins 220 South 6th Street AutoNav: Enabled

Envelopeld Stamping: Enabled

Time Zone: (UTC-06:00) Central Time (US & Canada)

Suite 300 Minneapolis, MN 55402 Cindy.Jenkins@claconnect.com

Status: Completed

IP Address: 73.169.83.196

Sent: 6/17/2021 3:24:51 PM

**Record Tracking** 

Status: Original Holder: Cindy Jenkins Location: DocuSign

lisa Johnson

6/17/2021 3:23:03 PM Cindy.Jenkins@claconnect.com

Signer Events Signature **Timestamp** 

Lisa Johnson

Lisa.Johnson@claconnect.com

District Manager

Security Level: Email, Account Authentication

(None)

Viewed: 6/18/2021 8:59:18 AM -816F8176E93A48A... Signed: 6/18/2021 8:59:24 AM

Signature Adoption: Pre-selected Style Using IP Address: 165.225.10.149

**Electronic Record and Signature Disclosure:** 

Accepted: 6/18/2021 8:59:18 AM

ID: 0033db11-14aa-4443-a0a4-a6bebbbe7534

In Person Signer Events	Signature	Timestamp		
Editor Delivery Events	Status	Timestamp		
Agent Delivery Events	Status	Timestamp		
Intermediary Delivery Events	Status	Timestamp		
Certified Delivery Events	Status	Timestamp		
Carbon Copy Events	Status	Timestamp		
Witness Events	Signature	Timestamp		
Notary Events	Signature	Timestamp		
Envelope Summary Events	Status	Timestamps		
Envelope Sent Certified Delivered Signing Complete Completed	Hashed/Encrypted Security Checked Security Checked Security Checked	6/17/2021 3:24:51 PM 6/18/2021 8:59:18 AM 6/18/2021 8:59:24 AM 6/18/2021 8:59:24 AM		
Payment Events	Status	Timestamps		
Electronic Record and Signature Disclosure				

#### ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, CliftonLarsonAllen LLP (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

#### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

#### Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

#### Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

#### All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

#### How to contact CliftonLarsonAllen LLP:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: BusinessTechnology@CLAconnect.com

#### To advise CliftonLarsonAllen LLP of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at BusinessTechnology@CLAconnect.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

#### To request paper copies from CliftonLarsonAllen LLP

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to BusinessTechnology@CLAconnect.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

#### To withdraw your consent with CliftonLarsonAllen LLP

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to BusinessTechnology@CLAconnect.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

#### Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <a href="https://support.docusign.com/guides/signer-guide-signing-system-requirements">https://support.docusign.com/guides/signer-guide-signing-system-requirements</a>.

#### Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify CliftonLarsonAllen LLP as described above, you consent to
  receive exclusively through electronic means all notices, disclosures, authorizations,
  acknowledgements, and other documents that are required to be provided or made
  available to you by CliftonLarsonAllen LLP during the course of your relationship with
  CliftonLarsonAllen LLP.